



PARISH OHSEP REQUIREMENTS – TIMELINE

Version No. 03 – 2/29/2016

| January | | | |
|--|--|--|---|
| Requirement | Detailed Description | Due Date | Citation |
| EMPG Quarterly Report: Submit to GOHSEP Grant Specialist | EMPG Quarterly Report includes: <ul style="list-style-type: none"> • Quarterly Activity • Personnel • Training • Exercise • Equipment • Planning | Oct. – Dec., due Jan. 15th. | Federal grant guidance GOHSEP special condition |
| February | | | |
| Requirement | Detailed Description | Due Date | Citation |
| DHS Data Call Submit information to Preparedness Section Critical Infrastructure/Key Resources | <p>National Critical Infrastructure Prioritization Program (NCIPP) Data Call Guidance 11 February 2016</p> <p>National Critical Infrastructure Prioritization Program (NCIPP) Data Call Nomination Phase began 25 Feb 2016-3 May 2016</p> <p>National Critical Infrastructure Prioritization Program (NCIPP) Data Call Adjudication Phase 4 May 2014-31 May 2016</p> <p>National Critical Infrastructure Prioritization Program (NCIPP) Data Call Reconsideration Phase- 16 June 2014-11 July 2016</p> <p>National Critical Infrastructure Prioritization Program (NCIPP) Data Call Publication Phase 31 August 2014- 31 December 2016-Final Product</p> | <p>TBD- date decided by DHS</p> <p><i>(typically begins in February)</i></p> | <p>Federal grant guidance</p> <p>GOHSEP special condition</p> |

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March

| Requirement | Detailed Description | Due Date | Citation |
|---|--|------------------------------------|-------------------------|
| Pet Plan Submit to Department of Agricultural | In consultation with experts in the fields of animal sheltering, veterinary medicine, public health and safety, other professional and technical personnel deemed appropriate, and the state office of homeland security and emergency preparedness, formulate emergency operation plans for the humane evacuation, transport, and temporary sheltering of service animals and household pets in times of emergency or disaster. | March 1 st of each year | La. R.S. 29:729 (D. 13) |

April

| Requirement | Detailed Description | Due Date | Citation |
|---|---|---------------------------------|---|
| PEMAC: 1) PEMAC formation: Submit signed PEMAC membership annually in WebEOC 2) PEMAC shall meet no less than twice per year: Submit PEMAC meeting minutes in WebEOC 3) PEMAC shall submit an annual report to the director of GOHSEP on or before April 1 st Submit annual report to GOHSEP as designated by the Director in WebEOC. | Requires each Parish or Police Jury President, through the Parish Director of Homeland Security and Emergency Preparedness, to form a Parish Emergency Management Advisory Committee (PEMAC) to offer advice and counsel to the parish or police jury president on homeland security and emergency management issues. The parish or police jury president may consider the advice and counsel from the committee on such matters as planning, development, prioritization, coordination, and implementation of homeland security and emergency management issues to include but not be limited to homeland security and emergency management mitigation, preparedness, response and recovery, grant requests, and the expenditure of grant funds. | April 1 st each year | La. R.S. 29:727 GOHSEP special condition |

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| April (continued) | | | |
|---|--|--|---|
| Requirement | Detailed Description | Due Date | Citation |
| EMPG Quarterly Report: Submit to GOHSEP Grant Specialist | EMPG Quarterly Report includes: <ul style="list-style-type: none"> Quarterly Activity Personnel Training Exercise Equipment Planning | Jan. – Mar., due April 15th | Federal grant guidance GOHSEP special condition |
| May | | | |
| Requirement | Detailed Description | Due Date | Citation |
| Update Parish Point of Distribution (POD) location(s) in WebEOC. | Each parish is required to identify at least one POD location for their parishes. Multiple locations are authorized and encouraged. Each POD location must contain all pertinent information asked for on the POD board in WebEOC. Parishes should work closely with their LANG LNO to ensure a multiple disciplinary approach to identifying POD locations within the parish. | Update annually by May 31 st . | GOHSEP in preparation for hurricane season. |
| June | | | |
| Requirement | Detailed Description | Due Date | Citation |
| Parish Emergency Operations Plan/Update: Upload the Parish EOP and the CPG 101 v.2 Process and Analysis Support Tool in WebEOC. | The parish office of homeland security and emergency preparedness shall prepare and maintain an all hazards emergency operations plan (EOP) and update their EOP at least once every two years. The evaluation matrix to describe and calculate the percentage towards compliance with CPG 101 v.2 is available at http://www.fema.gov/national-preparedness/plan . | Due once every two years on June 30 th of odd numbered calendar years. | La. R.S. 29:729 (B) Federal grant guidance GOHSEP special condition |
| Training and Exercise Planning Workshop (TEPW) Submit sign in sheets from the TEPW to GOHSEP Exercise Section. | TEPW- A full TEPW will be conducted, which could last anywhere from two to three hours, depending on what sources of information are brought to the TEPW, (e.g., AARs and Improvement Plans, risk analyses that identify threats and hazards to the region/parish, any outside sources such as Critical Infrastructure reports, any regulations or accreditation and/or grant | June 30 th every year The TEP will span out two years and is a fluid document that can be changed after submittal. | Federal grant guidance GOHSEP special condition |

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| | requirements). The TEP will have the Program Priorities identified along with its description rationale. Some suggestions for training courses for each priority will be identified as well as a recommended building block approach for the exercise portion of the TEP schedule. This WILL count as a TEPW. At the conclusion of the TEPW, a TEP will be mostly complete. A multi-year training and exercise schedule will need to be developed to schedule the training and exercises identified that address the Program Priorities. | | |
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| July | | | |
| Requirement | Detailed Description | Due Date | Citation |
| EMPG Quarterly Report: Submit to GOHSEP Grant Specialist | EMPG Quarterly Report includes: <ul style="list-style-type: none"> Quarterly Activity Personnel Training Exercise Equipment Planning | Apr. – Jun., due Jul. 15th | Federal grant guidance GOHSEP special condition |
| August | | | |
| Requirement | Detailed Description | Due Date | Citation |
| EMPG Grant Acceptance Submit to GOHSEP Grant Specialist | <ul style="list-style-type: none"> Grant Award Sheet and Special Conditions Applicant Designated Point of Contact/FFATA Reporting Form Federal Grant Agreement Articles | August 31 st | GOHSEP special condition |
| September | | | |
| Requirement | Detailed Description | Due Date | Citation |
| Multi-Year Training and Exercise Plan Submit to GOHSEP Exercise Section | Develop a Multi-Year Training & Exercise Plan (TEP), and update it annually or contribute to the State Multi-Year Training & Exercise Plan (TEP) to satisfy this requirement. | Due by September 30 th of each year | Federal guidance GOHSEP special condition |
| Progressive Exercise Program | Develop and maintain a progressive exercise program consistent with the National Exercise Program base plan and the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines. Exercise activities should align to a current, TEP developed through an annual TEPW. | Due by September 30 th of each year | Federal guidance GOHSEP special condition |

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| October | | | |
|--|---|---|--|
| Requirement | Detailed Description | Due Date | Citation |
| Exercise Participation | All EMPG funded personnel must participate in no less than three exercises (of any type exercise) in a 12-month period (October 1st through September 30th). | October 1st through September 30 th | Federal guidance GOHSEP special condition |
| NIMS Implementation: Submit answers to NIMS questions in WebEOC | Maintain their existing NIMS compliance. Utilization of standardized resource management concepts such as typing, inventorying, and cataloging promotes strong national mutual aid capabilities that are needed to support delivery of the core capabilities. | Due October 31 st each year | Federal grant guidance |
| October (continued) | | | |
| Requirement | Detailed Description | Due Date | Citation |
| EMPG Quarterly Report: Submit to GOHSEP Grant Specialist | EMPG Quarterly Report includes: <ul style="list-style-type: none"> • Quarterly Activity • Personnel • Training • Exercise • Equipment • Planning | Jul. – Sep., due Oct. 15th | Federal grant guidance GOHSEP special condition |
| SHSP/UASI/OPSG Grant Acceptance Submit to GOHSEP Grant Specialist | <ul style="list-style-type: none"> • Grant Award Sheet and Special Conditions • Applicant Designated Point of Contact/FFATA Reporting Form • Federal Grant Agreement Articles | Depends on actual grant award, typically occurs on October 31 st | GOHSEP special condition |
| November | | | |
| Requirement | Detailed Description | Due Date | Citation |
| Special Events Submit information to Preparedness Section | 2015 National Special Events Data Call, covering events from December 1, 2014 - December 1, 2015 will be entered in HSIN. The 2015 Data Call opened on August 4, 2014 and closing date is unknown | TBD- date decided by DHS <i>(typically begins in November)</i> | Federal grant guidance GOHSEP special condition |
| EMPG/SHSP/UASI Project Allocation/Applications Submit to GOHSEP Grant Specialist | Completed and approved Project Allocation Forms (SHSP and UASI only) and Project Applications | November 30 th | GOHSEP special condition |

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| December | | | |
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| Requirement | Detailed Description | Due Date | Citation |
| No requirements. | | | |

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| Varies by Parish | | | |
|---|---|---|--|
| Requirement | Detailed Description | Due Date | Citation |
| Hazard Mitigation Plan: Submit to GOHSEP Hazard Mitigation Section | Hazard mitigation planning is the process state, local and tribal governments use to identify risks and vulnerabilities associated with natural disasters and to develop long-term strategies for protecting people and property in future hazard events. The process results in a mitigation plan that offers a strategy for breaking the cycle of disaster damage, reconstruction and repeated damage and a framework for developing feasible and cost-effective mitigation projects. | Due every five (5) years | Disaster Mitigation Act of 2000 (Public Law 106-390) |
| Debris Management Plan: Submit to GOHSEP Technical Services Section | Allows an extra 2% of reimbursement cost. This opportunity comes with requirements to participate in the 2-percent incentive; 1) parishes must have a FEMA-approved Debris Management Plan, 2) identify at least one pre-qualified debris contractor prior to the disaster event, and 3) complete debris removal within a 90-day period, or in some cases sooner, to receive the highest percentage of funding support. | FEMA-Approved plan prior to a disaster event. | Sandy Recovery Improvement Act of 2013 (P. L. 113-2) |
| Training Requirements | All EMPG funded personnel shall complete the following training requirements and record proof of completion: NIMS: IS-100, IS-200, IS-700, IS-800 FEMA Professional Development Series (PDS): IS-120.a, IS-230.d, IS-235.b, IS-240.a, IS-241.b, IS-242.b, IS-244.b | One time completion | Federal guidance GOHSEP special condition |

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| EVENTS ONLY | | | |
|--|---|---|----------|
| Requirement | Detailed Description | Due Date | Citation |
| GOHSEP Annual Conference | 3-day GOHSEP annual conference held in Baton Rouge to discuss issues identified by GOHSEP, Parish OHSEPs, private industry and state agencies, etc. Private industry and first responders invited to day one only. Parish OHSEP staff invited to full three days. | Annual Conference typically held in January or February each year. In 2016, GOHSEP will host conference with LEPA in May. | N/A |
| Resiliency Conference Expo (RESCON) | 4-day annual conference held in New Orleans. Open to all private and public agencies involved in disaster, homeland security and emergency management operations. | Annual Conference typically held in February each year. | N/A |
| GOHSEP Pre-Hurricane Season Coordination Meetings | The parish office of homeland security and emergency preparedness can request to meet with GOHSEP and other state agency ESFs pre hurricane season to review specific parish needs. | Coordination meetings typically held from March to June each year. | N/A |
| LEPA Conference | 4-day LEPA annual conference held as designated by the LEPA Chairman. Open to LEPA and non LEPA members. LEPA expenses may be eligible under the EMPG and SHSP/UASI grants depending on agenda topics. Approval must be obtained each year. | Annual Conference typically held in May each year. | N/A |
| Statewide Exercise | Annual statewide exercise involving parish and state agencies. The exercise has multi facets and is a week long process ending with a full scale event on the Saturday. | Annual state exercise typically held in March or April each year. | N/A |